

PROFESSIONAL DEVELOPMENT AND ASSOCIATED COMPENSATION COMMITTEE

Cabinet Room
Townsend Building 2nd Floor
401 Federal Street
Dover, DE 19901

September 25, 2013

MINUTES

Attendees: Joanne Christian, Jo Ann Reynolds, Deb Stevens, Deborah Hansen, Susan Williams, Tina Whittington, Jon Neubauer, Donna Mitchell, Paula Fontello

Absent: Stephanie Dewitt, Stephanie Smith, Diane Albanese, Maria Degnats, Chris Kenton, Lori Hudson, Susan Bunting, Shana Young

The Committee began by introducing all members and by establishing the purpose and intent of the committee, as a subcommittee of the Professional Standards Board. This first meeting has been identified to serve as a “task force” to review the regulation 1503 Educator Mentoring. This was determined at the Sept. 5, 2013 PSB meeting. The committee was presented with historical information around the Mentoring Program, a state-wide program and Jon Neubauer of the TLEU presented the revised program. The new name for this is Comprehensive Induction Program. His presentation included expectations, training schedule, data collection and analysis timelines and the newly revised mission of the program.

Following an in-depth review of the programs criteria and expectations, the committee agreed upon the following recommendations to the PSB:

- Adopt the amended regulation 1503, aligned it with the new program title, expectations and monitoring procedures.
- DDOE to submit quarterly reports to the PSB on the state-wide implementation of the program:

Quarterly Reports – Three Formative submitted Nov., Feb., and May; One Summative submitted August

Formative Reports will include:

- Demographic Data –Site coordinators, Lead Mentors, Mentors and Mentees by School
- “Health” of the Program by School
- Narrative Summary to include any Innovations and Challenges/Barriers (Hot Spots)
- Site Visit monitoring – To include those LEAs visited within that quarter
- Novice Teacher & Mentor Academy Data – To include topics requested and feedback from participants
- Log Data – Time spent on specific mentoring activities

Summative Report will also include:

- “Completer” Data indicating status of compensation and verification of documentation for compensation

The committee agreed to participate in a Doodle survey to establish the next meeting date.

Meeting was adjourned.